

Microsoft Word 2007 - Advanced

General Description

Create a business diagram, incorporate fields, secure document content and automate everyday tasks.

Learning Outcomes

- Insert cover pages, add watermarks and apply page borders
- Save a document as a PDF file and view a PDF file
- Produce customised mail merge results using sorting and filtering techniques
- Use SmartArt graphics to create, modify and format an organisation chart
- Create and insert building block items to produce documents quickly and easily
- Navigate to specific locations in a document using bookmarks
- Insert, format and update a table of contents
- Mark index entries, use an AutoMark file and create an index
- Understand, insert and customise fields in a document
- Add interactive fields with automatic field activation
- Create a master document, insert subdocuments and build a table of contents
- Turn track changes on and off, set tracking options and manage tracked changes
- Make documents read only and restrict editing and formatting operations
- Create, use and protect electronic forms incorporating content controls, formulas and a combo box
- Record, edit and delete macros
- Embed and link data from Excel worksheets

Duration

One Day

Prerequisite

Intermediate understanding of Microsoft Word

Topics

Page Techniques
Saving to PDF
Merging Techniques
SmartArt
Building Blocks
Bookmarks
Table of Contents
Indexing
Fields
Interactive Fields
Master Documents
Tracking Changes
Protecting Documents
Electronic Forms
Macros
Inserting from other Sources